



Asia Masters Center

Quality Applications And Smart Planning



Quality Applications And Smart Planning

➔ Course Objective

- Explain the importance of planning and employing the 'SMART' criteria to objectives setting
- Use environmental scanning, budgeting, and breakeven analysis as tools for planning and forecasting
- Recognize the importance of control, and of properly utilizing key performance measures to keep work on track

➔ Target Audience

- head department
- manager
- or supervisor who need to develop their ability to plan, organize, control and achieve their goals and objectives on time and within the expected quality standards.
- Divisional managers



Course Outline

Foundation of planning

- The functions of management
- Definition of planning
- Elements of planning
- Types of plans
- Planning in the hierarchy of an organization
- What is organizing?
- What is leading?
- What is controlling?
- Efficiency versus effectiveness
- Setting S.M.A.R.T goals
- Tips on setting goals
- Benefits of planning
- Why many managers and supervisors fail to plan
- Elements of good plans

Planning tools and techniques

- Environmental scanning
- SWOT and PEST analysis
- Definition of benchmarking
- The benchmarking process
- Steps in benchmarking
- Allocating resources and budgets
- Breakeven analysis
- Limitations of breakeven analysis

Control and performance measurement

- Definition of control
- The planning and controlling link
- Importance of control

- The control process
- Measuring: what and how
- Sources of information for measuring performance
- Managerial decisions in the control process
- Organizational performance measures
- Feed forward, concurrent and feedback controls
- Information controls and balanced scorecards

➤ **The Feature Of Asia Master Training And Development Center**

- we pick up the customer from the airport to the hotel.
- we give the participant training bag includes all the necessary tools for the course.
- Working within groups to achieve the best results.
- All our courses are confirmed and we do not postpone or cancel the courses regardless of the number of participants in the course.
- We can assist you in booking hotels at discounted prices if you wish to book through us.
- We offer the certificate from Asia Masters Center for Training and Administrative Development.

➡ **The Cost Of The Training Program Includes The Following:**

- 1) Scientific article on flash memory.
- 2) Training Room.
- 3) Training.
- 4) Coffee break.
- 5) The training bag includes all the tools for the course.

Price (USD)

**Communicate with the training department
to know the participation fees**

➤ **There are offers and discounts for groups**

The details of the bank account

Bank name: CIMB Bank Berhad

Account name: Asia Masters Center SDN. BHD

Bank account number: 80-0733590-5

Swift code: CIBBMYKL

IBAN: Null

